



Babysitting Policy

Introduction

Houghton and Wyton Pre-school recognises that families may develop trusted relationships with staff and may wish to engage them for babysitting or childcare outside of working hours. This policy clarifies the setting's position on such private arrangements and outlines the safeguarding, confidentiality, and professional considerations involved.

Aim

To ensure that any babysitting or childcare arrangements between staff and parents/carers are clearly understood as private agreements, fully separate from the pre-school's responsibilities.

Objectives

We will:

- Clarify that any private arrangements between staff and parents are not the responsibility of the setting
- Safeguard children and staff by setting clear boundaries
- Protect the pre-school from liability in private childcare arrangements

Roles and Responsibilities

- **Parents/Carers:** Responsible for arranging and managing all private babysitting or childcare agreements directly with staff
- **Staff Members:** Must inform the Manager if they agree to babysit for a family currently using the setting
- **Manager:** Retains responsibility for ensuring all parties understand the separation between personal and professional roles

Policy Statement

- The pre-school is not responsible for any babysitting or childcare services arranged privately between staff and families
- Any such arrangements must:
 - Be made outside of working hours
 - Take place off the premises
 - Babysitting staff must follow the Visitor Policy and should not enter the setting during operational hours unless invited or authorised
 - Be clearly understood by all parties as a private matter
- The pre-school does not vet, endorse, or facilitate any babysitting arrangement and accepts no liability for:
 - Health and safety
 - Insurance
 - Safeguarding or conduct
- Staff members are not permitted to take children home directly from the pre-school unless agreed in writing in advance by the parent and staff member

Disclosure Requirements

- Staff must inform the Manager if they are providing ad hoc or regular babysitting for any family associated with the setting
- A Babysitting Agreement form must be completed and signed by both parties for:
 - Ad hoc babysitting
 - Regular babysitting



- Copies of signed agreements will be retained securely by the Manager for safeguarding purposes. Signed agreements will be stored securely in the member of staff's file, in line with data protection requirements.

Safeguarding and Confidentiality

- Safeguarding remains a shared responsibility:
 - Any safeguarding concerns observed during babysitting must be reported to the **Designated Safeguarding Lead (DSL)** in line with our **Safeguarding and Child Protection Policy**
- Staff must not share confidential or sensitive information learned through their employment during private babysitting arrangements
- Staff remain bound by the **Confidentiality Agreement** and **Data Protection Policy**, even when off duty

Conflicts of Interest

- Staff must declare any babysitting relationships with families whose children attend the setting, as this may:
 - Affect perceptions of professional objectivity
 - Be considered if concerns arise about suitability to work with children
- If a babysitting arrangement affects the staff member's performance or availability, it may be reviewed as part of supervision or disciplinary procedures. Babysitting arrangements may also be noted or discussed during staff supervision sessions, particularly if there is any impact on professional boundaries or working relationships

Disclaimer

Houghton and Wyton Pre-school accepts no responsibility for private babysitting arrangements made outside of the working relationship. The policy ensures this boundary is clear and respected by all parties.

Monitoring and Review

This policy is reviewed annually by the Board of Trustees or earlier if needed in response to concerns, changes in safeguarding guidance, or Ofsted expectations.

Legislation and Guidance

- Statutory Framework for the EYFS (2023)
- Working Together to Safeguard Children (2018)
- Children Act 1989 & 2004
- Data Protection Act 2018 and UK GDPR

Acknowledgment

All staff and parents/carers must read and understand this policy. By signing a Babysitting Agreement, they confirm their understanding that such arrangements are made at their own risk and are not connected to the pre-school.